

~~CONFIDENTIAL~~  
S-E-C-R-E-TINSTRUCTION NO.  
LI 5-500-4LI 5-500-4  
GENERAL  
3 April 1956

SUBJECT : Reports of Accomplishments and Objectives

RESCISSION: LI 5-500-2, dated 29 June 1955

General  
Definitions  
Reports

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1. GENERAL

This Instruction sets forth the scope, responsibilities, and procedures for the preparation and submission of reports on objectives and accomplishments within the Office of Logistics. By means of these reports, the Director of Logistics will be kept informed of the status of activities within his Office. They will also serve as the basis for annual and semiannual reports to the Deputy Director (Support).

2. DEFINITIONS

As used in this Instruction, the following definitions will apply:

- a. Objective - A major undertaking, function, or work assignment which is not normally included in daily operations. This can include short-term as well as long-range objectives. Examples:
  - (1) New Agency headquarters building.
  - (2) Establishment of a foreign depot system.
  - (3) Establishment of TVA's for all stations.
- b. Accomplishment - Work completed on major objectives (1) previously reported, or (2) newly undertaken since previous report.

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### 3. REPORTS

#### a. Annual Reports

Staff and Division Chiefs will submit to the Chief, Administrative Staff, by 15 July of each year, an "Annual Report of Accomplishments and Objectives" broken down as follows:

##### (1) Accomplishments - FY 19 (year just ended)

The information given should constitute a review of all accomplishments on objectives for the past fiscal year. Such information will be set out in the following order:

- (a) Objectives Completed - A listing of each objective which has been completed with a brief statement listing any significant aspects, problems, or other highlights involved in achieving the objective.
- (b) Objectives Not Completed - A listing of each objective not completed with a brief statement showing status or degree of completion of objective and other information believed to be significant to mention.

##### (2) Objectives - FY 19 (the new fiscal year)

The information given should state briefly the objectives and the estimated starting and completion date. The objectives should be set out in the following order:

- (a) Objectives from FY 19 (year in which initiated) To Be Completed - Items not completed by the end of the past fiscal year will be carried forward as objectives for the new fiscal year, with a revised estimated completion date for each objective.

- (b) Objectives for FY 19 (the new fiscal year)

#### b. Semiannual Reports

Staff and Division Chiefs will also submit to the Chief, Administrative Staff, by 15 July and 15 January of each year, a "Semiannual Report of Accomplishments and Objectives." Each report will contain a review of all accomplishments and objectives during

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the previous six months and will list objectives assumed since submission of the previous report. The format will be substantially the same as for the Annual Report, broken down into (1) Accomplishments, and (2) New Objectives Since Previous Report (with estimated completion date).

c. Copies

The Annual and Semiannual Reports will be submitted in an original only.

d. Reports to DD/S

Semiannual and annual reports of accomplishments and objectives of the Office of Logistics will be prepared by the Administrative Staff for submission to the DD/S within thirty days after the reporting period.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

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